

Housekeeper Checklist

Property: _____ Apartment No.: _____

Date Assigned: _____ Assigned To: _____

Place a check mark (✓) beside everything you verify as cleaned:

Front Door Entry:

- ___ Clean entry area
- ___ Clean cobwebs from corners
- ___ Clean light globe
- ___ Clean threshold
- ___ Wipe down door & door jamb

Light Fixtures (Whole Apartment)

Vent Fans (Kitchen & Bathroom):

- ___ Clean light fixtures
- ___ Dust bulbs, fans, vent openings, etc.
- ___ Dust vent openings, covers, grills, etc.
- ___ Clean receptacles & switch plates
- ___ Clean switches

Other: _____

Kitchen Cabinets:

- ___ Remove all items left behind, remove shelf paper (if manager says to)
- ___ Remove drawers & clean inside & outside
- ___ Clean shelves top & bottom
- ___ Clean inside doors & door jambs
- ___ Clean entire outside of cabinets (upper & lower)

Vent Hood:

- ___ Remove & clean filters, screens, etc.
- ___ Clean fan blades, light bulbs
- ___ Clean underneath hood
- ___ Clean all outside surfaces

Dishwasher:

- ___ Clean entire outside surface
- ___ Clean door & door jamb
- ___ Remove objects from racks & bottom of tub
- ___ Clean inside

Countertops:

- ___ Clean all sides
- ___

Kitchen Walls:

- ___ Wipe down walls or wallpaper
- ___

Range:

- ___ Pull range out of cabinet space and clean behind
- ___ Remove racks, broiler pans, etc.
- ___ Clean oven
- ___ Remove drip pans & surface elements & (if possible), & remove oven drawer
- ___ Lift range top & clean underneath
- ___ Remove surface switch & oven controls & knobs
- ___ Clean entire outside surfaces, side's top, behind knobs, front
- ___ Clean floor & walls where range fits
- ___ Push range back in cabinet space

Refrigerator:

- ___ Pull refrigerator out of cabinet space and clean behind
- ___ Remove racks, crisper, drawers, & covers
- ___ Clean inside freezer
- ___ Clean freezer door liner, jamb, & gasket
- ___ Clean inside fresh food section
- ___ Clean door liner, jamb, and gasket
- ___ Clean outside, including top, sides, doors, & kick plate
- ___ Clean & replace all drawers, shelves, etc.
- ___ Clean floor & wall where refrigerator sits
- ___ Push refrigerator back to proper place

Other: _____

Sink/Faucets:

- | | |
|--------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input type="checkbox"/> Clean faucet | <input type="checkbox"/> Remove any debris from disposal (be sure switch is off) |
| <input type="checkbox"/> Pull spray attachment all the way out, clean hose & sprayer | <input type="checkbox"/> Clean underneath sink(s) & wipe garbage disposal & pipes |
| <input type="checkbox"/> Clean sink(s) | |

Other: _____

Bathrooms 1-2

- | 1 | 2 | | 1 | 2 | |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|----------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Wipe down walls | <input type="checkbox"/> | <input type="checkbox"/> | Clean mirrors & medicine cabinets |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean towel racks & paper holders | <input type="checkbox"/> | <input type="checkbox"/> | Clean lavatory sink & faucet |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean shower walls | <input type="checkbox"/> | <input type="checkbox"/> | Clean vanity drawers & underneath sink |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean shower doors, rod, & tub | <input type="checkbox"/> | <input type="checkbox"/> | Clean cabinet fronts, sides, & doors |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean faucet, shower head, etc. | <input type="checkbox"/> | <input type="checkbox"/> | Polish chrome |
| <input type="checkbox"/> | <input type="checkbox"/> | Polish chrome in tub | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Clean toilet, tank, lid, seat, etc. | | | |

Bedrooms 1-2-3

- ☐ ☐ ☐ Clean closet shelves, poles, etc.

Air-Conditioner/Heater/Water Heater Closet:

- ☐ Dust unit (*no water*)
☐ Sweep closet shelves
☐ Sweep closet floor

Other: _____

Washer/Dryer Room:

- | | |
|------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Clean shelves – top & bottom | <input type="checkbox"/> Clean washer inside & out (if in unit) |
| <input type="checkbox"/> Dust faucet connections & around outlets (no water) | <input type="checkbox"/> Clean dryer vent pipe/opening |

Dining Room:

- ☐ Dust chandelier or light fixture
☐ Clean shelves – top & bottom

Den:

- ☐ Clean shelves – top & bottom

Fireplace:

- | | |
|--------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Sweep inside | <input type="checkbox"/> Clean mantle board |
| <input type="checkbox"/> Clean fire grates, etc. | <input type="checkbox"/> Clean floor around fireplace |
| <input type="checkbox"/> Clean spark screen | |

Other: _____

Outside Utility Room:

- ☐ Clean shelves – top & bottom
☐ Sweep floors
☐ Wipe down door & walls if not new paint

Patio or Balcony:

- ☐ Sweep down walls/corners
☐ Clean light globe/fixture
☐ Sweep floor

Sliding Glass Door/French Doors

- ☐ Clean track and/or threshold
- ☐ Clean frame
- ☐ Clean glass – inside & out

Tile/Floor Covering:

- ☐ Strip wax (if waxed)
- ☐ Clean baseboards & corners
- ☐ Mop fully

Other: _____

Windows/Drapes/Blinds:

- ☐ Clean window – inside & out
- ☐ Clean windowsill
- ☐ Replace blinds

Carpet:

- ☐ Vacuum

Other: _____

Housekeeper's Signature: _____ Date: _____

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